

STUDENT TRANSPORTATION

# Documents Required For Depreciation



IDAHO STATE DEPARTMENT OF EDUCATION  
STUDENT TRANSPORTATION

650 W STATE STREET, 2ND FLOOR  
BOISE, IDAHO 83702  
208 332 6800 OFFICE  
[WWW.SDE.IDAHO.GOV](http://WWW.SDE.IDAHO.GOV)

CREATED 03/12/2019

*District #:*

*Date:*

*Bus #:*

TO: TRANSPORTATION SUPERVISOR AND/OR BUSINESS MANAGER  
FROM: SDE STUDENT TRANSPORTATION  
RE: NEW BUSES ON DEPRECIATION SCHEDULE

To assist in placing new buses on the depreciation schedule as quickly as possible, please submit the required documents to SDE to update your district's depreciation schedule. Before any newly purchased school bus can be calculated for depreciation reimbursement, the following documents must be sent to SDE Student Transportation.

1. Log in to IBUS, click on Outstanding Inspection Issues, and verify that the maintenance items have been fixed for VIN(s).
2. The mileage of the bus when it reached the school district's property.
3. A complete copy of the specifications presented to the bus dealer to verify the school districts requirements for the bus, with the bus dealer's comments on providing those items.
4. A summary of all the bids received and the amounts. If only one bid was received, send a copy of the bid amount quoted from the bus dealer.
5. A copy of the final invoice or invoices for payment.
6. A copy of the check(s) or a copy of the lease agreement.
7. Copy of newspaper bidding article and/or Affidavit of Publication.
8. Copy of School Board Meeting minutes approving the purchase of the school bus.
9. If the district did not accept the lowest bid, a detailed explanation of the reason(s) for the non-acceptance and a copy of specifications, with the dealer's comments, from the lowest bidder.

Please email information to Department of Education, Student Transportation,  
cleoni@sde.idaho.gov.